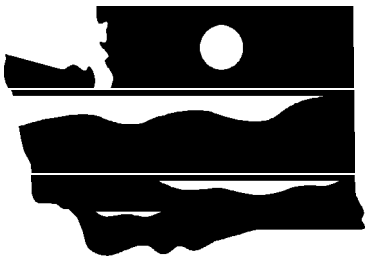
Designing and Conducting Oil Spill Drills

Guidance Document

June 1998
Ecology Publication No. 98-251



Designing and Conducting Oil Spill Drills

Guidance Document

Overview of Department of Ecology's
Oil Spill Drill and Exercise Program for
Vessels and Oil Handling Facilities

SUPERCEDES PREVIOUS DRILL GUIDANCE

June 1998
Publication #98-251

Drill Program Highlights

Ecology has invested considerable effort in learning from the first three-year cycle of the state oil-spill drill and exercise program. A detailed survey of plan holders, combined with extensive internal discussions, provided the foundation for redesigning state drill expectations and tools. The theme guiding this redesign has been efficiency. It is Ecology's goal to bring drills to the next level of training impact without increasing, and perhaps even reducing, costs to oil-spill contingency plan holders.

Overview

These guidance documents provides an overview of the Department of Ecology's drill and exercise program for vessels and oil-handling facilities and supersedes previous guidance. It also includes significant modifications made to the state drill program following a detailed 1997 survey of oil-spill contingency plan holders, response contractors, consultants and others. Throughout this document, the term "drill" applies to both tabletop and deployment drills/exercises.

New Checklist — The new drill evaluation checklist has been redesigned to follow National Interagency Incident Management System (NIIMS) principles. NIIMS is the response management system used by most plan holders and approved by the Northwest Area Committee. The new checklist readily fits this management scheme and helps pinpoint drill objectives. It also links after-drill evaluations to the organizational unit that matches that objective, allowing comments to flow directly from the actions or omissions of that unit. Finally, the new checklist provides a more specific list of drill components.

Triennial Expectations — Like the National Preparedness for Response Exercise Program (PREP), Ecology uses a three-year (triennial) span to complete its drill requirements. While the expectations of PREP and Ecology are similar, Ecology's approach may exercise additional flexibility. During the triennial cycle, Ecology generally expects that plan holders need to exercise each of the items listed in the agency's new checklist. This requirement, however, may be waived when it is not the most beneficial approach. Plan holders vary in their ability to perform drill tasks so it is reasonable and cost effective to dwell on actions needing attention and de-emphasize those actions that are performed well.

Worst-Case Scenario — Ecology has found that mandatory worst-case discharge scenarios for drills are valuable and are often needed by plan holders who have not realistically faced the challenge of a large petroleum release. In such cases, worst-case scenarios will be pursued. At the same time, Ecology has seen worst-case scenarios that were exaggerated and unrealistic. Accordingly, Ecology will be flexible in defining worst-case volumes for drills and will work with plan holders to pick volumes that best match drill objectives and result in the greatest training benefit.

Focused Drills — Ecology finds that the shotgun-approach to drills, in which a smattering of attention is paid to a large array of objectives, is of little benefit to plan holders. In the coming

three-year cycle, Ecology will encourage drills that concentrate on a few, handpicked objectives. Ecology finds these drills generate the highest training effect in the most deficient areas. Ecology refers to this type of targeted exercise as a “focused drill.”

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Section 1
Spill Drill Planning & Participation

Ecology personnel are available to assist oil spill contingency plan holders, consultants and response contractors to plan, design and conduct drills. This assistance includes establishing drill objectives, identifying specific contingency plan components for testing, developing facility-specific Geographic Response Plans (GRPs) and Incident Command System (ICS) training.

Plan holders must coordinate their drill schedules with Ecology at the earliest possible opportunity to:

- Avoid scheduling conflicts;
- Ensure Ecology participation;
- Begin drill planning efforts; and
- Qualify for state drill credit

For more information about drill planning, contact Ecology's Spill Prevention, Preparedness & Response Program at one of the following offices:

- **Northwest Regional Office** (425) 649-7000
- **Southwest Regional Office** (360) 407-6300
- **Eastern/Central Regional Office** (509) 456-2926
- **Headquarters (Vessels)** (360) 407-7202

State Drill Participation

Ecology will make every effort to participate in oil spill drills when timely notice is provided by plan holders. The main purposes for state agency participation are to:

- Assist plan holders to better prepare for actual spill incidents;
- Help make drills as realistic as possible;
- Provide "coaching" assistance as appropriate;
- Facilitate "time-outs" in order to discuss important drill issues as they occur ensuring that valuable lessons can be noted or recorded;
- Assist plan holders with environmental and natural resource issues;
- Assist plan holders with news media and public affairs needs; and
- Evaluate the adequacy of the contingency plan and ability of the plan holder to implement it

Drill Scheduling

As mentioned previously, plan holders must coordinate with Ecology at the earliest possible opportunity to schedule specific drill dates. In addition, Ecology continues to encourage all plan holders to use the Northwest Area Committee drill-scheduling program coordinated by the U.S. Coast Guard. This voluntary effort is intended to minimize scheduling conflicts and help maximize participation by federal and state agencies and response contractors. A drill scheduling form is attached and can be photocopied.

Section 2
Types of Drills

This section of the guidance document will provide information on annual tabletop drills, "focused" drills, worst-case discharge scenario drills, shipboard notification drills, unannounced drills and "away" spill management teams, and unannounced drills. Like the federal Preparedness for Response Exercise Program (PREP), Ecology expects each plan holder to conduct two equipment deployment exercises and one tabletop drill each year. Plan holders are also required to conduct quarterly internal notification drills.

Annual Tabletop Drills — Expectations

Ecology expects plan holders to conduct an annual tabletop drill with the "local" spill management team at their specific facility. Vessel plan holders may use out-of-state drill credit to satisfy annual Washington state tabletop requirements.

To assist plan holders as they map out their drills, Ecology has identified certain expectations for annual tabletop drills. Therefore, Ecology strongly suggests that annual tabletop drills include the following items found in the Spill Drill & Exercise Evaluation Checklist:

- Internal spill response team was notified as per plan procedures.
- Notifications were made in a timely manner (state Division of Emergency Management notified within one hour).
- Initial Site Safety addressed as per plan procedures.
- Emergency shutdown procedures identified in the contingency plan were conducted (may be a walk-through).
- Field-tested plan holder's initial response communication equipment and systems.
- Performed initial assessment of the spill including; spill volume, product type, status of discharge, status of the slick including consideration of environmental conditions.
- Water Intake Protection: Demonstrated the ability to identify water intakes and followed the proper protection procedures from the contingency plan or develop a plan for use.
- Population Protection: Demonstrated the ability to identify health hazards associated with the discharged product and the population at risk.
- Local internal team members performed task assignments as described in the contingency plan (ERAP, Geographic Response Plan, and local internal team checklists).
- The initial response team demonstrated a smooth transition to the spill management team through completion of an Initial Incident Briefing (ICS Form 201).

** Questions about the applicability of these objectives to specific drills should be discussed with Ecology.*

Focused Drills

To maximize drill effectiveness Ecology recognizes the value of conducting focused drills addressing a limited number of response components. Rather than requiring plan holders to conduct major exercises involving most or all of the plan components identified in PREP, Ecology encourages plan holders to test contingency plan components in smaller focused drills.

Ecology feels that a move in this direction better allows plan holders to concentrate their attention on specific areas of their response that may need further attention.

Plan holders who have had significant changes in personnel, organizational structure or company policy, or need further work based on previous drill performance, will need to test all plan components within the three-year period. Even when all plan components are to be evaluated by Ecology, plan holders are encouraged to utilize focused drills.

Worst-Case Discharge Scenario Drills

Like the federal PREP program, Ecology expects each plan holder to conduct one Worst-Case Discharge Scenario drill during the triennial drill cycle. However, Ecology encourages plan holders to narrow the focus of their Worst Case Discharge Scenario drills to enhance the training value.

Ecology participated in and evaluated numerous "worst-case" drills during the past triennial cycle. These drills generally proved to be unrealistic by testing too many drill components in a short time period. For many plan holders, these drills may not have been the best mechanism for training on specific roles and responsibilities. Therefore, Ecology has decided that in most cases smaller focused drills will result in a more enhanced state of preparedness. Ecology will work with plan holders to determine weaknesses and strengths to address in these types of drills.

Regarding volume: Ecology will continue to be flexible on the spill volume necessary to meet the definition of a Worst-Case Discharge Scenario drill. Plan holders will need to work with Ecology to determine appropriate volumes.

Regarding scope and scale: Ecology expects plan holders to participate with enough staff, resources and time to adequately demonstrate the achievement of the specific objectives identified through the drill planning process for specific Worst-Case Discharge Scenario drills.

Shipboard Notification Drills

Shipboard notification drills require vessel crews to demonstrate their ability to properly notify the National Response Center, the Washington State Emergency Management Division, and the vessel's primary response contractor. These drills will be brief and will end as soon as the previously mentioned agencies and organizations are contacted.

The vessels will be chosen at random. Companies will normally only have to conduct one drill a year, unless the selected vessel's crew is unable to make the proper notifications in a timely manner.

Unannounced Drills

Vessels

By using selected vessel plan holders, Ecology will annually test the ability of vessel primary spill response contractors to meet the two-hour response standard. These drills will be unannounced and will require the plan holder to call out the primary response contractor listed in the plan.

Facilities
Ecology may conduct an unannounced facility drill whenever a plan holder has not demonstrated adequate progress in meeting the state's drill program requirements. State-initiated unannounced drills will be limited in scope and scale.

All plan holders are encouraged to conduct periodic unannounced drills as part of their regular drill program. Ecology is available to assist plan holders design and conduct unannounced drills.

Regional/National ("Away") Spill Management Teams

Vessels
Ecology will require all vessel plan holders to perform at least one spill drill in Washington during the three year drill cycle regardless of the out of state drill credits received. If the vessel plan holder relies on an out of state regional or national spill management team, the spill management team must also participate in a drill in Washington at least once every three years.

The majority of vessel contingency plan holders do not have spill management teams located in Washington state. Therefore, Ecology believes it is important to have these teams participate in a drill at least once every three years in order to stay familiar with the area and the agencies and contractors that respond to spills in Washington.

Facilities
Ecology expects a facility's regional or "away" spill management team to drill at a Washington state-based facility at least once every three to five years. On a case-by-case basis, Ecology will consider providing reciprocal credit with other states or jurisdictions.

Section 3
Deployment Drills

Deployment drills are intended to meet "Response Operations" objectives contained in Ecology's Spill Drill & Exercise Evaluation Checklist. These objectives include spill containment, environmental protection actions, product recovery and waste storage.

Initial Deployment Drills

At least once annually:

- Facilities defined as "Coastal Vessel Terminals" or "River Vessel Terminals" must mobilize personnel and begin initial deployment of boom equal to four times the length of the longest vessel/combination that transfers at the facility;
- Facilities defined as "Transmission Pipelines" must mobilize personnel and begin to deploy boom to contain or control product or to protect resources on a river, stream or lake;
- Facilities defined as "Pipeline Tank Farms" must mobilize personnel and begin to deploy equipment to contain the product and begin recovery at a rate greater than 0.1 percent of the worst case spill volume for the facility.

During this annual initial deployment drill, Ecology encourages all types of facilities to test their initial response communication systems.

Completing Boom Deployment

Ecology encourages "Coastal Vessel Terminals" and "River Vessel Terminals" to mobilize facility response personnel and complete deployment of the initial response standard within two hours at least once during the triennial cycle.

Initial Oil Recovery

Once every triennial cycle, Ecology expects facilities to deploy initial recovery equipment (i.e., skimmers, pumps, etc.) identified in the facility contingency plan to address a small spill scenario. This deployment is intended to ensure that facility personnel become familiar with the operation of the various recovery devices available during an initial spill response. This equipment may take the form of skimmers, pumps, or vacuum trucks.

Onshore Transfer of Oil

Once every triennial cycle, Ecology expects facilities (if applicable) to demonstrate the ability to transfer or off-load recovered oil. This transfer will allow facility and primary response contractor personnel to determine if skimmers, barges, pumps or vacuum trucks can quickly off-load recovered oil to on-shore storage. Experience regarding pump compatibility, compatibility of couplings and fittings, and how long it takes to set up the transfers will be invaluable during actual spills.

Vessel Deployment Drills — Unannounced/Two Hour Standard

By using selected vessel plan holders, Ecology will annually test the ability of vessel primary spill response contractors to meet the two-hour response standard. These drills will be unannounced and will require the plan holder to call out the primary response contractor listed in the plan.

Only one drill will be conducted annually for each PRC that provides coverage for the two-hour response standard for vessel plan holders. In the event a PRC fails to meet the two-hour standard, additional drills may be required. Ecology will make every effort to keep costs to a minimum when conducting these drills.

Primary Response Contractor Drills — Annual/Joint/In-State

Annual in-state joint primary response contractor drills will be encouraged by Ecology as a means of satisfying the 6 and 12-hour equipment deployment and recovery planning standards. This annual drill will be a planned event held in a different location each year. A planning committee will be established each year that includes primary response contractors, Ecology, U.S. Coast Guard, and any interested plan holders to determine the exercise objectives, duration, and logistical requirements. This PRC drill is not intended to replace semi-annual equipment deployment drills conducted by plan holders.

These annual drills also provide a means to:

- Systematically test Geographic Response Plans;
- Determine equipment compatibility among contractors;
- Allow crews from various contractors to train together; and
- Practice some of the more complicated response techniques such as enhanced skimming formations, in-situ burning, and dispersant application.

Facility-Specific Geographic Response Plans

Ecology encourages plan holders to develop and field test facility specific Geographic Response Plans (GRPs). The facility specific GRPs should fit the unique circumstances surrounding each facility. Plan holders will need to work with Ecology and the other natural resource trustee agencies to identify and prioritize sensitive areas at risk from individual facilities. Once the sensitive areas have been identified, booming strategies, staging areas, access points and equipment locations will need to be developed. Generally, facility-specific Geographic Response Plans are deployed by facility response personnel in drills or spills. These localized strategies are crucial during the first few hours of a spill and once tested must be included in the facility oil spill contingency plan. Plan holders are encouraged to deploy facility-specific GRPs annually.

Section 4
Spill Management

National Interagency Incident Management System (NIIMS)

The Northwest Area Contingency Plan recognizes NIIMS as the standard management system to be used in emergency spill response. Accordingly, Ecology has adopted NIIMS for managing oil spill response efforts. While allowing considerable operational flexibility, NIIMS ensures a commonly understood organization, forms, process and terminology. These are vital to the rapid integration of multiple response organizations under emergency conditions. Accordingly, the ease or difficulty in integrating non-NIIMS response organizations, forms, process and terminology will receive considerable scrutiny. Ecology drill evaluators will be critical of integration problems that are caused by non-NIIMS systems.

Industry spill management teams will maintain the primary responsibility for managing the response action so long as they:

- Use the NIIMS Incident Command System model or a response organization which is highly compatible with the Northwest Area Contingency Plan NIIMS model;
- Actively and cooperatively participate in the unified command structure; and
- Provide regular communication and documentation that assures adequate response resources are being mobilized in proportion to the size of the incident.

Environmental Unit

Next to protecting human life and safety, reducing impacts to public natural and cultural resources represents the highest priority in responding to an oil spill. The Environmental Unit is the central point within the Planning Section for determining the best protection strategies for those resources. Given the importance of the Environmental Unit's duties, and because the responsibility and knowledge base for public resources lies with trustee agencies, it is the policy of the Northwest Area Committee that the Environmental Unit be led by a state or federal natural resource trustee.

Plan holders are expected to assist with the tasks listed in Ecology's Spill Drill & Exercise Evaluation Checklist, NWACP, or as assigned. Drills will evaluate how well the Environmental Unit is integrated into the overall Incident Action Plan process and Unified Command decisions.

Section 5
Ecology Evaluation Process

The purpose of Ecology's evaluation is to assess the adequacy of an oil spill contingency plan, and the plan holder's ability to implement it.

Ecology's evaluation process includes:

- Providing immediate feedback during the drill and/or post drill critique by suggesting measures to improve preparedness;
- Providing a formal written evaluation which assess adequacy of preparedness; and
- Providing a tracking matrix to help plan holders track the progress of their drill program toward exercising the entire oil spill contingency plan.

Drill Evaluation Checklist

As mentioned previously, Ecology's Spill Drill & Exercise Evaluation Checklist contains the specific components and subcomponents that Ecology will evaluate during tabletop and deployment exercises. The checklist clearly outlines the specific tasks that need to be accomplished in a unified command organization during the triennial drill cycle.

Written Evaluations

Ecology's Spill Drill & Exercise Evaluation Checklist will be used when Ecology evaluates oil spill drills. If Ecology finds serious or significant deficiencies in the contingency plan as a result of a drill or exercise evaluation, the department will report those deficiencies to the plan holder and require specific amendments to the plan. If contingency plans are modified, additional inspections, drills, and exercises may be required.

Drill Tracking Matrix

Ecology will track each plan holder's drill progress in meeting response plan objectives and components on a computerized matrix. An updated matrix will be included with every Ecology evaluation.

Credit for Out-of-State Drills

Ecology will allow vessel plan holders to apply for drill credit for spill drills held in other west coast states as long as the drill components are documented by lead state agencies or the U.S. Coast Guard. However, Ecology must be notified and invited to participate in out-of-state drills in advance.

Drills can be documented by providing a drill evaluation or drill report that participating agencies have helped produce. Plan holder documentation for the quarterly internal call out drills for the key spill team members will be accepted for credit.

On a case-by-case basis, Ecology will consider providing reciprocal credit from other states or jurisdictions for facility regional or national spill management teams.

Drill Credit for Spill Incidents

Plan holders may apply for state drill credit for responses to actual spill incidents if the following conditions are met:

- Ecology is properly notified;
- Ecology had the opportunity to participate in and/or evaluate the spill response; and the plan holder properly documented the spill response effort by describing how specific response plan objectives were addressed and noting lessons learned.

Section 6
Additional Information

For information or assistance regarding any aspect of Ecology's Oil Spill Drill Program, contact the Spill Prevention, Preparedness & Response Program at one of the following offices:

- **Northwest Regional Office** (425) 649-7000
- **Southwest Regional Office** (360) 407-6300
- **Eastern/Central Regional Office** (509) 456-2926
- **Headquarters (Vessels)** (360) 407-7202

Appendix 1
Ecology Spill Drill Evaluation Checklist

Ecology Spill Drill Evaluation Checklist

☐ Notifications (Addresses PREP Response Core Component #1)

____ **Notification procedures identified in the contingency plan were followed**

- ____ Internal spill response team was notified as per plan procedures.
- ____ Entire spill response organization including Primary Response Contractor/Oil Spill Response Organizations and government agencies were notified as per plan procedures.
- ____ Notifications were made in a timely manner (State of Washington Division of Emergency Management notified within one hour).

☐ Staff Mobilization (Addresses PREP Response Core Component #2)

____ **Mobilized the spill response organization described in the contingency plan.**

- ____ The local/internal response team members identified in the contingency plan were mobilized and on-site.
- ____ Personnel were mobilized to meet Ecology's one or two hour response standards.
- ____ Regional/National ("away") response team members as identified in the contingency plan were mobilized in state within last five years for facilities and within the last three years for vessels.

☐ Response Management System (Addresses PREP Response Core Components #3, #4, #5, #10, #11, #12, #13, #14 & #15)

____ **Demonstrated the ability to operate within the spill management system described in the contingency plan.**

Initial Response Management

- ____ Initial Site Safety addressed as per plan procedures.
- ____ Emergency shutdown procedures identified in the contingency plan were conducted (may be a walk-through).
- ____ Operations checklist(s) including the field document—identified in the plan were used.

____ Performed initial assessment of spill status (e.g., spill volume, product type, status of discharge/slick including consideration of environmental conditions).

____ Water Intake Protection: Demonstrated the ability to quickly identify water intakes and followed the proper protection procedures from the contingency plan or develop a plan for use.

____ Population Protection: Demonstrated the ability to quickly identify health hazards associated with the discharged product and the population at risk.

____ Field-tested plan holders initial response communication equipment and systems.

____ Local internal team members performed task assignments as described in the contingency plan (ERAP, Geographic Response Plan, and local internal team checklists).

____ Demonstrated smooth transition of the initial response to the spill management team through completion of an Initial Incident Briefing (ICS Form 201).

Response Management

____ **Expanded response management team task assignments were consistent with the contingency plan and the Northwest Area Contingency Plan.**

Note: The Northwest Area Contingency Plan recognizes the National Interagency Incident Management System (NIIMS) ICS model which specifies the following positions/functions: Responsible Party On-Scene Coordinator, Safety Officer, Liaison Officer, Public Information Officer, Operations Section, Planning Section (Resources Unit, Situation Unit, Environmental Unit, Documentation Unit), Logistics Section, Administration Section.

Unified Command and Command Staff

____ **Demonstrated the ability of the spill response organization to work within the Unified Command Structure (UCS).**

____ Members of the Unified Command are identified and an Initial Incident Briefing was conducted (for example, using an ICS Form 201).

____ Unified Command established overall response organization and ensured staffing.

____ Unified Command developed and prioritized overall incident objectives and assessed if current and planned actions were consistent with those objectives. *(ICS Form 202).*

____ Unified Command established Operational Periods, approved meeting schedules, and attended meetings as appropriate.

____ Unified Command approved an Incident Action Plan (IAP).

____ Unified Command approved or authorized news releases and updates to the news media through the Lead Information Officer(s).

____ **<u>Public Affairs</u>: Demonstrated the ability to address public affairs issues**.

____ Public Information Officer (PIO) was designated.

____ Prepared at least one initial news release and one joint news release.

____ Joint Information Center (JIC) was established and provided timely and accurate information regarding the spill cleanup effort through news releases, availability of a Public Affairs staff, and news media briefings.

____ Provided information regarding the spill cleanup effort to local officials and citizens.

____ Ensured situation and status used for news releases and news conferences was consistent with Planning Section status.

____ Ensured appropriate representatives and technical specialists were present at all news briefings (for example: Unified Commanders, Scientific Support Coordinator, Environmental Unit Leader, and wildlife expert).

____ **<u>Safety Affairs</u>: Demonstrated the ability to monitor all field operations and ensure compliance with safety standards.**

____ Safety Officer designated.

____ Ensured a site safety plan was developed/approved by the Unified Command and communicated to appropriate field staff.

General Staff

____ **<u>Operations Section</u>: Demonstrated the ability of the Operations Section to develop tactics and manage the implementation of approved action plans.**

____ Operations Section was established as per the contingency plan.

____ Tactical assignments were made appropriate to the overall incident objectives and strategies.

____ Tactical assignments included strategies developed by the Planning Section (GRPs, GRP revisions, Shoreline Cleanup Assessment Team, Alternate Technology, Disposal, Wildlife, etc.).

____ Operations Section coordinated with the Planning Section to develop resource orders, tracking, and documentation (Operational Planning Worksheet: ICS Form 215, and Division Assignment Lists: ICS Form 204).

____ Operations Section coordinated with the Planning Section to ensure resource status changes and status displays were accurate.

____ Coordinated with local, state and federal operations representatives (if applicable).

____ **<u>Planning Section</u>: Demonstrated the ability of the Planning Section to accomplish the following tasks:**

____ Planning Section was established as per the contingency plan and included the following units/functions: situation, resources, environmental, and documentation.

____ Planning Section used the contingency plan, Northwest Area Contingency Plan, Geographic Response Plan, and/or other resource protection information.

____ Planning Section Chief established an appropriate meeting schedule. Planning cycle meetings include: Incident Briefings, Unified Command Meeting, Tactics Meeting, Planning Meeting, Incident Action Plan Preparation Meeting, Operations Briefing, News Conferences, and/or Special Purpose meetings.

____ Planning Section Chief facilitated and ensured appropriate attendance and participation at all scheduled planning cycle meetings.

____ Planning Section Chief ensured that the Environmental Unit Leader was prepared and attended the following meetings: Tactics Meetings, Planning Meetings, and News Conferences.

____ Prepared and maintained Command Post Display which included the following: Incident Summary, Weather, Tides, Situation and Planning maps, Response Objectives, Resources at Risk, Organization Chart, Incident Status Summary (ICS Form 209), Resources Status Detailed, and a Meeting Schedule.

____ Developed and maintained a Master List of all resources checked in at the incident including check-in, status, current location, estimated time of deployment, etc.

____ Developed an approved Incident Action Plan (IAP). Please note the content of IAPs may vary widely. Typically an IAP includes some or all of the following: Cover Page, Overall Response Objectives (ICS Form 202), Organization List (ICS Form 203 or 207), Division Assignment Lists (ICS Form 204), Communications Plan (ICS Form 205), Medical Plan (ICS Form 206), and Resources at Risk (ICS Form 212 or Form 232).

___ Documented the spill response effort (i.e., utilizing an historian, use of plan documentation forms, etc.).

____ Documented decisions made by the Unified Command.

Environmental Unit:
Note: As per the Northwest Area Contingency Plan, the plan holder is not expected to lead the Planning Section's Environmental Unit. However, the plan holder is expected to assist with the tasks listed in this section.

____ **Unit Leader was a representative of a government natural resource trustee agency.**

____ **Plan holder assisted state/federal agency staff with the following activities:**

- Identified all sensitive public natural and cultural resources likely to be affected by the spill, and set priorities for protecting these resources (ICS Form 232 or 212). Ensured this aspect of the Situation Display is kept current.

- Guided implementation of the Response Plan and Geographic Response Plans (GRPs).

- Worked with Operations Section to establish additional environmental protection strategies not identified in GRPs (if applicable).

- Established Shoreline Cleanup Assessment Teams (SCAT). Ensured shoreline clean-up assessment situation display was kept current (ICS Form 209).

- Used SCAT information to recommend shoreline cleanup recommendations, priorities, and restrictions. (Note shoreline cleanup guidance in NWACP).

- Provided technical review and recommendations regarding use of alternative technologies including in situ burning and dispersant applications.

- Developed an incident specific disposal plan consistent with the contingency plan and the Northwest Area Contingency Plan. Ensured Spill Status portion of the Situation Display was kept current (ICS Form 209).

- Coordinated with state wildlife rescue/rehabilitation operations, including volunteer management/training, and coordinated with Operations Section regarding implementation. Ensured Wildlife Situation Display was kept current (ICS Form 209).

- Coordinated wildlife hazing operations, as necessary.

- Provided information to Joint Information Center and media regarding natural resource concerns/impacts. Ensured that appropriate Natural Resource Agency technical expert attended all news briefings.

___ **Logistics Section: Demonstrated the ability of the Logistics Section to provide necessary support for implementing incident action plans.**

____ Coordinated and processed requests for resources.

____ Managed the implementation of the contingency plan's Communication Plan and prepared an incident Radio Communications Plan (ICS 205).

____ Developed or described a plan to ensure sufficient feeding, potable water and sanitary arrangements to meet all incident needs.

____ Developed a plan to provide personnel and equipment for all elements of the response.

____ Established a command post that accommodated the needs of the response organization.

____ Identified and planned for support facilities/areas as needed including equipment/personnel staging areas, helibase per contingency plan specifications, and Camps.

____ Developed a plan to provide ground, vessel, and aircraft support (includes vehicle, vessel, and aircraft maintenance).

☐ Response Operations (Addresses PREP Response Core Components #2, #4, #6, #7 & #8)

___ Plan holder and response contractor field-tested the compatibility of communications equipment and systems (if applicable).

____ Resources as outlined in the contingency plan were mobilized to address Ecology's 6 and 12-hour planning standards**. Credit may be obtained during joint in-state annual PRC deployment exercise.**

Containment:

____ Demonstrated or described damage control procedures as identified in the response plan (such as plugging or patching a leak in a pipeline or storage tank).

____ Demonstrated or described containment of a land spill from entering water by channeling, diverting, or berming

____ Facility began initial deployment of response equipment on-site within one hour.

____ Vessel plan holder began initial deployment of response equipment on-site within two hours.

____ Facility deployed containment boom equal to four times the length of the longest vessel/combination that transfers at the facility.

____ Facility completed deployment of containment boom equal to four times the length of the longest vessel/combination within two hours (This is optional).

____ Demonstrated the ability to contain spilled product at locations other than the point of discharge. **Credit may be obtained during joint in-state annual PRC deployment exercise.**

Recovery & Interim Storage:

____ Deployed initial recovery resources identified in the facility contingency plan to address a small spill scenario.

____ Demonstrated the ability to transfer or off-load recovered product to on-shore storage facilities. (If applicable)

Protection:

____ Plan holder field-tested facility specific GRP strategies. (If applicable)

Appendix 2
Industry Exercise Schedule Form

NWACP EXERCISE INFORMATION REQUEST

Sponsor Information

Sponsoring Company:	
Agency:	
Facility/Vessel/Barge/Pipeline:	
Address:	
City, State, Zip	
Local Point of Contact:	E-Mail:
Telephone:	Fax:

Exercise Coordinator

Exercise Coordinator:	
Agency/Company (if other than Sponsoring Co.):	
Address:	
City, State, Zip	
Telephone:	Fax:
E-Mail:	

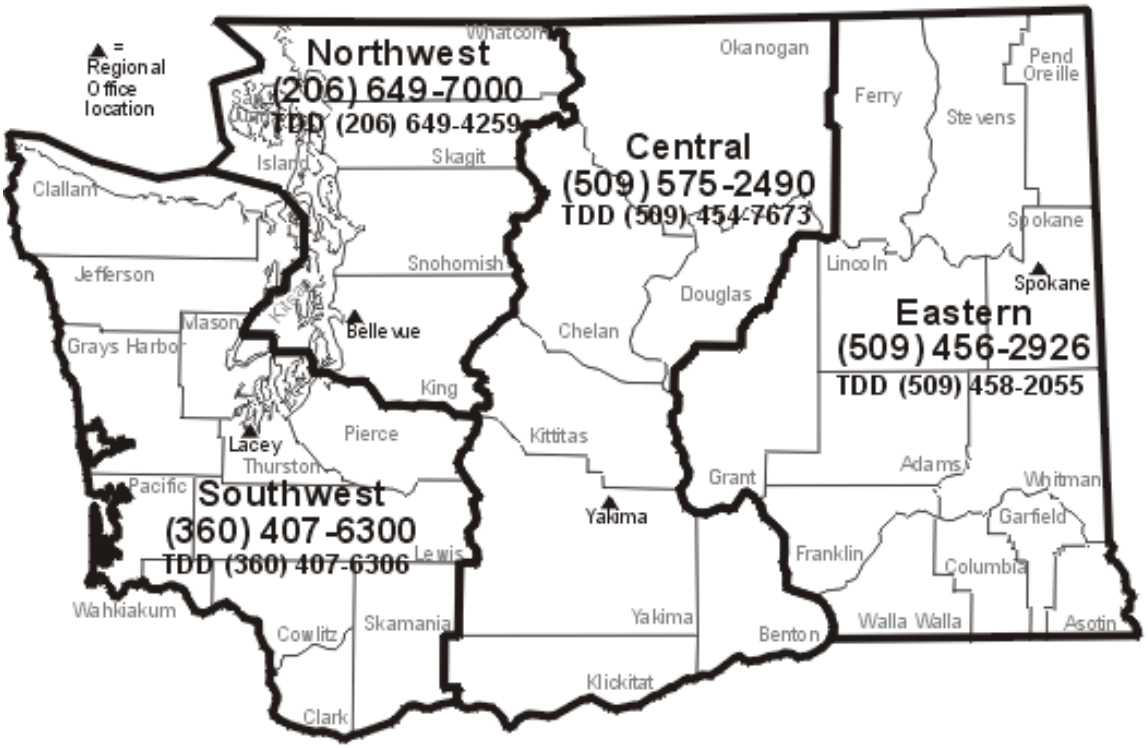
Exercise Information

Type of Exercise:	
Date and Time of Exercise:	Approx Number of Participants:
Location of Exercise:	
Exercise Scenario:	
Components of Response Plan Exercised:	
Objectives to be Met:	
Responsible Party:	
OSRO:	
Other Participants:	
Agency Presence Requested? Y___ N___	Agency:

Please return to:
Elin Storey
Washington State Department of Ecology
Spill Prevention, Preparedness and Response Program
Northwest Regional Office, 3190 160th Ave SE
Bellevue, WA 98008
Phone: (425)649-7111, Fax: (425)649-7098, email: eabr461@ecy.wa.gov

Washington Department of Ecology

Regional Office 24-Hour Oil and Hazardous Materials Spill Reporting Numbers



Need to Know:

- Reporting Party
- Contact Phone(s)
- Responsible Party
- Material Released
- Location
- Dead/Injured Fish or Wildlife
- Quantity
- Concentration
- Cleanup Status

Or call the state Emergency Management Division's 24-hour number at:

1-800-258-5990 or **1-800-OILS-911**

For EPA and U.S. Coast Guard reporting, call the National Response Center at:

1-800-424-8802

Emergency numbers for other states and federal agencies:

Idaho: Communications Center (208) 327-7422 *Oregon:* Emergency Management (503) 378-6377
EPA Region X, Seattle: (206) 553-1263 *British Columbia:* Provincial Emergency Program (800) 663-3456